**Ontario Physical Literacy Summit Administrative Coordinator**

The Ontario Physical Literacy Summit (OPLS) is a one-day event that brings together educators, parents, coaches, instructors, sport and recreation specialists responsible for the physical literacy development of children, adolescents and adults alike. The OPLS provides opportunities for attendees to build their knowledge and enhance their skills to deliver developmentally and fundamentally sound movement practices.

We are looking for a high performing individual who is interested in joining the OPLS Planning Team as the **OPLS Administrative Coordinator**. The successful candidate will demonstrate an ability to provide excellent administrative support and service in a respectful, just and ethical manner.

**General duties include, but are not limited to:**

* Provide administrative support to the OPLS Co-chairs and Committee, including:
  + Attend monthly committee and co-chair meetings
  + Prepare agenda and take minutes with the assistance of the co-chairs
  + Prepare comprehensive reports upon request from the OPLS Planning Team
* Active member of the OPLS Planning Team, including:
  + Organize resources for the day of event
  + Assist with organizing and tracking online registrations
  + Prepare invoices and follow up with organizations, vendors and registrants for payment
  + Provide logistical support with the planning and promoting of all events related to the Summit
* Communicate with key stakeholders, presenters, registrants, community partners, vendors and keynote speakers as a member of the OPLS Planning Team, including:
  + Manage and update the OPLS website
  + Receives and respond to inquiries regarding the Summit
* Performs other duties as assigned which are directly related to the responsibilities of the position

**Preferred candidates will possess the following:**

**Knowledge & Skills:**

* Knowledge of and experience with physical literacy required
* Excellent computer, social media, written and oral communication skills
* High degree of autonomy, self-direction and flexibility in prioritizing and managing tasks
* Considerable time management, judgment, tact, creativity, and initiative to solve problems
* Demonstrated ability to organize and prioritize multiple tasks/assignments in order to meet deadlines

**Education/Experience:**

* Previous administrative experience or combination of education and relevant work experience
* Experience providing support to the committee
* Event management experience
* Demonstrated experience with website design, social media, and spreadsheets

**Other Requirements:**

* Must be available and flexible for additional hours the week leading up to event in September or October 2020
* Some travel will be required to attend meetings
* Most work will be completed remotely from home. The use of a reliable computer and cell phone is required

**Wage/Hours**

$20 per hour, approximately 15-20 hours per week (10-month contract beginning April 2020)

**How to Apply:**

Applications (i.e. cover letter and resume – all one document, cover letter first) are to be submitted to [lynn@playocracy.ca](mailto:lynn@playocracy.ca) before **11:59 pm** on **March 28, 2020**. Ensure you include your email address, as well as your business/day phone number and/or your cell phone numbers on your application to facilitate our ability to contact you.